



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-28

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Update on ISIS HR Reversals for Active Employees

OSUP would like to provide additional information and time frames in reference to ISIS HR reversal processing. The first step of the reversal process is receiving the actual payment back from the employee. For electronic fund transfers (EFTs), this involves requesting the bank to return the funds to OSUP (refer to OSUP Memorandum [#2004-04](#) item 6 for additional information on bank reversal times). This only includes the NET payment made to the employee, not payments made to vendors (insurance, IT14 & IT15 deductions) on behalf of the employee. For a check, this means the actual check must be returned.

The second step of the reversal process is when the payment is reversed in ISIS HR. When OSUP enters a reversal in ISIS HR, the transaction is "marked" for reversal; however, nothing is actually posted and agency expenditures are not reduced until the employee is processed through payroll, either during an off-cycle or regular payroll process. When payroll runs and the reversal is actually posted, the reversal recovers net pay, federal and state taxes, medicare, social security and retirement; consequently, the next vendor payment is adjusted for these vendor deductions.

All other deductions (insurance, IT14 & IT15 deductions) are assumed to be owed to the vendor and are not adjusted on the next vendor payment when the reversal posts. These deductions are recovered from the employee by reducing that next payroll's net pay. Should the employee not be paid in the next period or have insufficient pay, a claim will be established for any remaining amount.

Agencies should be running the Payroll Reconciliation report (ZP145) every pay period and working all claims. This will help aid the agencies in identifying current claims on both separated and active employees. Agencies can refer to OSUP Memorandum [#2003-53](#) for more information involving claims, and contact the ISIS HR Help Desk with any questions at (225) 342-2677.

If you have any questions regarding this memorandum, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

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JWC:PAR/kmb